



# CITY OF GRANTS PASS, OREGON

## CLASS SPECIFICATION

### GIS TECHNICIAN

**FLSA Status :** Non-Exempt  
**Bargaining Unit :** GPEA  
**Salary Grade :** G25

#### **CLASS SUMMARY:**

The GIS Technician is the entry level in the two level Technical Support – GIS Series. Incumbents are responsible for maintaining and updating relational, hierarchal, and spatial databases and providing user training and technical support. Duties include GIS land use data maintenance including creating addresses and reconfiguring the GIS system as changes require. Incumbents process records and documents, and post website information and images.

The GIS Technician is distinguished from the GIS Coordinator by its focus on database maintenance and support.

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#### **CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

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**ESSENTIAL CLASS DUTIES:** These duties are a representative sample; position assignments may vary.

- Develops and maintains maps and tabular data from a variety of sources and provides technical support to non-technical users.
- Develops and maintains Geographic Information System (GIS) layers related to planning and zoning, stormwater drainage, wastewater collections, water distribution, transportation systems infrastructure, and other municipal operations.
- Assists City departments with GIS analysis to design and prepare a variety of custom maps, mobile and web applications, illustrations and other geographic representations that display layers representing spatial data.
- Assigns addresses including review of planning applications for street name approvals and entering of addresses for new lots and buildings, notification to relevant agencies, such as post

***Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.***

office, county assessor's office, fire service, public safety and utility providers, regarding new addresses and address changes.

- Administers database change requests including research and update of GIS database and tax lot files to determine validity of customer and staff submitted modifications.
  - Supports and guides other GIS users; provides training to co-workers and creates formal GIS trainings.
  - Merges county database into City GIS database to update and reflect new ownership, lots and subdivisions.
  - Attends meetings, conferences and training sessions to remain current on principles, practices and new developments in GIS; represents the City in various county and regional GIS meetings; and provides training and technical guidance to GIS users.
  - Performs other duties of a similar nature or level.
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**Training and Experience** (positions in this class require):

An Associate's Degree in a related field and two years of experience in GIS and database management are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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**Licensing Requirements** (positions in this class require):

- None
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**Knowledge** (positions in this class require):

Knowledge of:

- Information technology principles and practices;
  - Geographic information systems (GIS);
  - Online and Web-Portal GIS systems;
  - Research techniques, methods and procedures;
  - Database management, mapping and desktop publishing systems related to GIS;
  - Methods, technical standards and programming languages of current GIS technology;
  - Effective public relations and customer service techniques;
  - Municipal government software and hardware;
  - Personal computers and related software programs;
  - Applicable City policies and ordinances; and
  - Applicable Federal, State, and local laws, rules, and regulations.
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**Skills** (positions in this class require):

Skill in:

- Research and analysis related to requests for GIS assistance;
- Application of GIS concepts and technologies;
- Perform analysis of geospatial and tabular data to develop mapping products;
- Appropriate and effective independent decision making;
- Organize and prioritize a variety of projects and tasks to meet deadlines;

- Perform database maintenance and other GIS tasks;
  - Practices, methods and techniques of GIS, cartography and map design; and
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, walking, grasping, feeling, talking, hearing, and seeing, fingering and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Positions in this class require regular attendance and punctual employee presence.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

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**Classification History:**

Adopted by Council July 2, 2008, Resolution No. 5379

Revised June 22, 2018, July 26, 2018, October 8, 2020